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**From:** Muellerleile, Caryn  
**Sent:** Wed 7/20/2016 4:19:26 PM  
**Subject:** Fall 2016 Regulatory Plan and Agenda Data Call  
[Reg Agenda Entry - Review Instructions-fall-2016.docx](#)  
[Spring-2016-EPA-Agenda.xlsx](#)  
[OMBDeterminationFuture\\_07-15-2016.xlsx](#)

### **Office of Policy Data Call for Fall 2016 Regulatory Plan and Agenda**

We do not have a call letter from OMB but we would like to initiate EPA's updates for the fall 2016 Reg Plan & Agenda. You should be able to access your entries in ADP TRACKER to start editing each of your Reg. Plan and Agenda entries (Main menu > Reg Reporting > Agenda Entries > By Status). Please check ADP TRACKER carefully for the Reg Agenda Entries listed in "Draft" status for your AAship, Region or Office and let us know immediately if there are any erroneous omissions or additions.

See attached file: [Reg Agenda Entry - Review Instructions-fall-2016.docx](#)

\*\*Please note: instructions may change pending OMB's official data call.

### **Timeline**

August 12

- ☐ Submit list of actions suggested for inclusion in Regulatory Plan to OP (Caryn Muellerleile)

As in the past, Reg Plan actions should reflect "the most significant regulatory and deregulatory actions that the agency reasonably expects to issue in proposed or final form during the upcoming year [through October 2017] that will help implement the Administration's policies and priorities."

August 26

- ☐ Submit draft highlights for Statement of Priorities to OP (Caryn Muellerleile). Last year's Statement is available at <https://www.gpo.gov/fdsys/pkg/FR-2015-12-15/pdf/2015-30690.pdf>, see PDF pages 151-155 (FR pages 77859-77863).

- ☐ Approve all Reg. Plan entries through appropriate AAship level (ADP TRACKER) –

including legal & policy reviews.

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Approve all Reg Agenda entries through AAship level (ADP TRACKER) – including legal & policy reviews.

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Enter dates and justifications for any actions for a significance determination request for actions projected for signature through 2/28/2017 (ADP TRACKER).

\*\*Please note: dates may change pending OMB's official data call.

### **Attachments**

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Reg Agenda Entry - Review Instructions-fall-2016.docx – This document provides a visual rendition of a Reg Agenda Entry in ADP TRACKER and a description on how to address each data field.

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Spring-2016-EPA-Agenda.xlsx – For your reference, a list of all actions that published (or were withheld as “pending”) in the recent Spring 2016 Semiannual Regulatory Agenda.

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ OMBDeterminationFuture\_07-15-2016.xlsx – A list of actions with projected signature through 2/28/2017 where an OMB determination is not yet confirmed. Please revise any signature dates or OMB non-significance justifications as appropriate.

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ <https://www.gpo.gov/fdsys/pkg/FR-2015-12-15/pdf/2015-30690.pdf> – A list of EPA's Fall 2015 Regulatory Plan entries appears on PDF page 13 (FR page 77721).

### **Contact Information**

For any questions on using ADP TRACKER to complete your Reg Agenda Entry reviews, contact one of the following people in OP's Regulatory Management Division:

Caryn Muellerleile (202) 564-2855 or [muellerleile.caryn@epa.gov](mailto:muellerleile.caryn@epa.gov)

Darryl Adams (202) 564-6569 or [adams.darryl@epa.gov](mailto:adams.darryl@epa.gov)

Contact Darryl Adams with any questions about the OMB Significance Determination list.

Contact Caryn Muellerleile with any questions about the Regulatory Plan.

Contact Lanelle Wiggins with any questions about any Section 610 Review actions: (202) 566-2372 or [wiggins.lanelle@epa.gov](mailto:wiggins.lanelle@epa.gov).

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